



Family Enrichment Center

The Family Enrichment Center is a non-profit organization that exist to fill the gaps of the child welfare system by providing training, support, mentoring and services to all families, with an emphasis on adoptive, foster and kinship families.

Position Description

Date Posted: December 6, 2018 Job Title: Administrative Assistant
Reports To: Executive Director, while working closely with Take A Break Childcare Center director
Schedule: Monday through Friday, 6 a.m. – 2 p.m. Salary: \$12.50 - \$13.50/hour

Summary of Position: The administrative assistant is responsible for assisting the executive director and Take A Break program director with administrative tasks and childcare center duties to include:

- Answering the phones
- Assists with overseeing the care, safety and well-being of all children at the center.
- Assist with running the childcare center programs following the procedures and policies of our Parent Handbook and the Michigan Licensing Childcare rules
- Monitor and maintain our web-based record keeping and compliance management system called Early Learning Ventures
- Maintain enrollment packets and report information to BCSSA, our centralized enrollment partner organization
- Arrange for substitute child caregivers in collaboration with BCSSA
- Working knowledge of Microsoft Office, Excel and QuickBooks and related computer skills
- Working knowledge of typical office equipment
- Welcoming parents and children by greeting them in person
- Monitoring classroom ratios between staff and children
- Assist with clocking in and out of children, parents and support staff
- Covering classrooms for staff lunch breaks
- Collecting and recording childcare payments in preparation for bank deposit.
- Opening the facility daily
- Other duties as assigned by executive and program director

Qualifications:

Combination of high school degree and a minimum of 2 years' experience in the administrative field. Must pass a FBI fingerprint check and national background check. Must have high verbal and positive communication skills with staff, parents and children. Experience working with students, staff and parents from diverse background. Maintain professional and courteous attitude under stress of work demands. Strong organizational skills and ability to prioritize workload.

Candidates should submit their resume to Branden Chilton at bchilton@fecfamily.com by December 21st.

The Family Enrichment Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

Family Enrichment Center
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A program delivery partner of United Way of the Battle Creek and Kalamazoo Region

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